**Provider Room Rental Contract**

This contract was entered into and effective on date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , between Lessee/Provider hereafter known as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and Lessor Administrative Resource PLLC a WA state entity.

Lessee is also known per this contract as a “Provider” of Licensed Professional Service.

The room rental is located at 101 Main Avenue, Morton WA 98356. Notices, correspondences in writing must be mailed to PO Box 263, Morton WA 98356 and addressed to ADMINISTRATIVE RESOURCE PLLC.

Termination of this contract by either party Lessor or Lessee may commence at any time by providing in writing notice of termination to the above stated address.

Provider must provide evidence of Licensing of modality Provider is professionally practicing, and evidence of malpractice insurance for that modality. Licensing and malpractice insurance must at all times be “current” and upon its expiration provider must provide physical evidence upon its renewal.

**State License number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 NPI number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Malpractice Insurance:**  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Policy number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Room Reservation Provider Agreement:**

Right of use of rooms known as Soleil and Mirage is available if Vagaro software displays the aforementioned individual rooms schedule are vacant. Availability of rental rooms are on a first come first serve basis to provider, and based on seniority and agreed percentage of use. Provider must only use the rooms on agreed week days and times.

**Agreed “Percentage of Use” \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** ***INTIAL \_\_\_\_\_\_\_\_\_\_\_\_***

**Agreed week days of use:** Please Initial all days you accept and fill in times you are committing to**.**

Monday \_\_\_\_ Time Span \_\_\_\_ to \_\_\_\_, Tuesday \_\_\_\_ Time Span \_\_\_\_ to \_\_\_\_, Wednesday \_\_\_\_ Time Span \_\_\_\_ to \_\_\_\_, Thursday \_\_\_\_ Time Span \_\_\_\_ to \_\_\_\_, Friday \_\_\_\_ Time Span \_\_\_\_ to \_\_\_\_, Saturday \_\_\_\_ Time Span \_\_\_\_ to \_\_\_\_, Sunday \_\_\_\_ Time Span \_\_\_\_ to \_\_\_\_ .

Included in rental of rooms/space is the right of use of scheduling cloud service Vagaro as long as, and only as long as this contract is effective or you unsubscribe as described below. *Rental of rooms/space requires you to only use Vagaro scheduling cloud service for scheduling Mirage and Soleil rooms*. This practice is to assure rooms are not double booked. Providers may also use Vagaro cloud service for scheduling for services not located at 101 Main Ave, Morton WA 98356 until this contract is terminated.

**Fee schedule for use of Soleil and Mirage rooms is as listed below pertaining to minutes of usage:**

30 min. on Vagaro schedule allows 60 minute “reservation of a room” at total rate of $15

60 min. on Vagaro schedule allows 90 minute “reservation of a room” at total rate of $15

90 min. on Vagaro schedule allows 120 minute “reservation of a room” at total rate of $20

120 min. on Vagaro schedule allows 150 minute “reservation of a room” at total rate of $25

Reservation time includes an extra 30-minute span beyond treatment time in order for you to receive and exit your client. Room must be vacated immediately upon end of reservation time and surrendered for next appointment on Vagaro.

**There is a once-a-month charge of $15** - ***Initial \_\_\_\_\_\_*** you agree to this charge, to maintain your use of Vagaro scheduling cloud ware. Unsubscribe from Vagaro software by writing a short letter of your intent to do so to the above stated correspondence address within 7 days of your renewal date. Letter must contain date of unsubscribing, your name as the provider, date of letter, scheduling software name, the word “cancelation”, and provider’s signature. A credit card must be kept on file to pay the monthly $15. You as the provider are ultimately responsible to schedule, cancel, reschedule, checkout appointments. Occasionally, as a gratuity when convenient, Admin. Resource staff will do that for you.

There will be no tolerance or reasoning for not being cleared from the room for the next reserved appointment time and is grounds for immediate termination of this contract as determined by manager. All personal items and soiled linens must be removed upon your clearance of the room at that time, unless you also have scheduled the room for the next time slot.

Included in use of room is Massage Oil, sheets, towels, computer, fan, heater, massage table, use of washer and dryer, bathroom, use of lobby, blue tooth speaker and, vacuum. Sheets that you use for a client must be placed in the laundry basket in the kitchen upon completion of a reservation, and clean sheets must be replaced on the treatment table if they were removed for any reason. If you did not use them, please replace them with original clean sheets.

Personal items must be removed from the room on your exit. If there is something you feel you need to keep in the room you are renting, you will need written approval to do so. A Storage Request Form may be obtained for this purpose. All contents in the building must remain where they are found, do not move furniture or supplies to new locations without written approval. No item in the building is available to “borrow”.

Included in your Vagaro subscription with ADMINISTRATIVE RESOURCE PLLC is a gratuitous managing of appointments that are made because of a request from the public or referral to New Moon Healing Arts for treatment, of which you as a provider become a benefit for your business. ADMINISTRATIVE RESOURCE PLLC And Dba: New moon Healing Arts are not obligated to manage your/Provider cancelations, rescheduling, or appointments, you as the provider make. *If your business has a cancelation the Vagaro schedule should reflect that cancelation within 30 minutes of your knowledge of that cancelation* to make the Soleil and Mirage rooms available to other renters.

Referrals for massage to providers that are providing offsite service that are directly a result of ADMINISTRATIVE RESOURCE PLLC business resource come with a $10 transaction fee. ***Initial \_\_\_\_\_\_***

Provider to provider exchanges for treatments are no charge for the Soleil and Mirage rooms use. However, those appointments are required to be on the Vagaro schedule. Services provided to family are granted 4 massages total per month with no charge and must also be on the Vagaro schedule. Massage counts above 4 per family fall into the category of regular customary room fee schedule – see above.

Your subscription in Vagaro allows you to call/contact Vagaro directly for training or help to manage your schedule as a Provider of service. Here is Vagaro’s contact phone number (800) 919-0157 and website www.vagaro.com

Immediate family/partners and children of Providers are not allowed to be in the office areas during working hours to stay while provider is working. If it is necessary to meet with them, it can be done in the parking lot or by phone.

Occasionally it is necessary to allow a Client’s/Patient’s child to attend a treatment service. Children are accommodated as long as they are not a distraction to others in the building by their activity or noise level.

**Central heating source in hallway is not to be adjusted -** ***Initial \_\_\_\_\_\_*** Soleil and Mirage Rooms each have their own heater to control the micro climate of that room, you may adjust that heater as needed. When exiting the room, make sure heater is adjusted to 72 degrees.

You will have a responsibility to replace the toilet paper and paper towel dispensers when empty. Bathroom door must remain shut when not in use. If you utilize refrigerator in the kitchen you must leave space for others to use also, and remove items you place in it upon exit of your day. Do not leave any personal items in the kitchen unless you have written approval with Storage Request Form. Please notify management of any unsafe practices or actions by other providers or clients/patients in the building immediately by calling or texting 360-304-0044. Do not use email to report this, only phone.

Not included - use of lobby receiving desk and computer.

Be mindful of noise level in common areas of hallway, lobby, bathroom, and kitchen. Please limit conversation in Lobby and **maintain most of your communication in the area of your reserved room**. Door of massage room should remain shut during massage and during interview and exit of client as to minimize noise in hallway. ***Initial \_\_\_\_\_\_***

The door to back of building is to remain closed at all times and is forbidden to be used as an entrance or exit door for personal use. It may only be used as an emergency exit. All ingress and egress of building is to be through front door only. ***Initial \_\_\_\_\_\_***

A once monthly 15 – 30 minute meeting is required to share your concerns, challenges, needs and Ideas for the health of the business and practitioners working in the building. The meeting will be held either by phone or in person privately between manager and single provider only (it is not a group meeting). This meeting will be at a “to be announced” interval but must have commenced by the last day of each month provider utilizes Vagaro Sofware Service and length of contract agreement. **Initial \_\_\_\_\_\_**

Provider must sign and agree to a “Protection of Privacy” of practice in their specialized field for patients utilizing services in the building and the business. It will remain annexed to this agreement.

Lessee/Provider must make sure door is locked upon exit for the day if no one else is in the building. Door is to remain locked when the building is closed for the evening or day. Door may remain unlocked to allow clients/patients to enter and exit. It is at the discretion of the provider of services whether the front door is locked or unlocked during services. If there are 2 rooms and 2 providers in the building at the same time, it must be agreed whether the door is locked or unlocked**. If one of the 2 providers feels unsafe while providing service in the room then the front door MUST be locked. *Initial \_\_\_\_\_\_***

 **Vagaro Scheduling Software:**

Date of commencement of Vagaro Software right of usage \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provider name, first and last, legibly written:

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Signature of Provider:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Provider - Accepting Customer Credit Cards in Vagaro Merchant Services:**

Vagaro offers a merchant credit card service account that enables you to accept credit cards from your customers with no monthly fees. Please see their website for fee per transaction offers. Vagaro deposits the transaction directly into your business or personal bank account. Sign up requires you enter your Social Security number, bank account number, routing number, bank name, and a copy of your license as a practitioner. Accounts as an LLC, Corporation or other fictitious entities - you will also include business entity UBI number, business EIN number and upload a copy of your business license in place of your license as a practitioner. Call Vagaro (800) 919-0157 to get help to enter this information or go into Vagaro settings and click on “Credit Card Processing” and follow form fields in that area.

**Covid-19 Rules for Public and Provider Safety:**

Massage table headrest must be wiped down with provided antiseptic wipes, also massage chair/stool, inside and outside of door handles of massage room, front lobby entrance door handles, bathroom door handles after your client exits. A mask must be worn when greeting your client/patient and temple temperature must be taken to confirm temperature is not elevated. The device for temple temperature is on the Lobby Desk edge behind online booking sign. Please always be sure to put it back.

Ask these questions before preparing to proceed with scheduled service:

**Have you experienced any of the following symptoms in the past 48 hours:**

* fever or chills
* cough
* shortness of breath or difficulty breathing
* fatigue
* muscle or body aches
* headache
* new loss of taste or smell
* sore throat
* congestion or runny nose
* nausea or vomiting
* diarrhea

*Initial*  \_\_\_\_\_

Once Client/Patient is accepted for their appointment, mask wearing is continued by the provider as long as each are within less than 6 feet proximity. If 6 feet distancing can be maintained between Client and Provider, mask wearing is optional. *Provider must have mask available on their person at all times* while in ALL areas of the building, in case of an interruption by someone else in the building coming closer than six feet. You may be asked to show where your mask is if it is not visible by management.

*Initial*  \_\_\_\_\_

Laundry that has been used should be placed in the laundry baskets in front of the Washer and Dryer. Sheets on the left, and flannel, cotton, or towels go in the right. Personal items such as jackets, purses, shoes are to be kept in the area of kitchen, or in the room you have rented.

*Initial*  \_\_\_\_\_

**Timeliness, Cleanliness, and Best Business Practices:**

*Arriving 10 - 15 minutes before your scheduled service is required* as a best business practice. So that other renters are not presented with managing your Client, and also to turn on the open sign if no one else is managing the office. You will need to check temperature of room/environment, Oil Temperature for massage, cleanliness and who else is in the environment upon your arrival (Covid-19 awareness). You can also check out what is going on in the building by viewing everyone’s schedules on Vagaro.

It is important that items that have a smell to them not permeate to other areas inside the building or rooms, if you are using essential oils, diffusers, cigarettes, cleaners, and perfumes in or around the room you reserved.Items used in the kitchen must be washed and put away if used.

Noise level in hallways, commons areas, kitchen and exterior windows/sidewalks must be vigilantly monitored to facilitate a healing quiet environment.

**A Massage Client Satisfaction Questionnaire** will be offered *to all Clients* by mail or email once a month. It is important to check in with the quality of our care and audit if needs are getting met for what is being offered at New Moon Healing Arts. *Initial*  \_\_\_\_\_

**Payment for Rental of Soleil Room and Mirage Room:**

Payment for room use and offsite referral charges are due on the day service is provided as indicated by completed/checkout appointments on Vagaro schedule. You will be emailed an invoice first, then you will be emailed a receipt for rental as soon as payment is received.

*Initial*  \_\_\_\_\_

Please notate one of the below options for Monthly Vagaro payment:

Credit card Option is preferred for this service, but if it is not acceptable, please notate below.

Cash 🗌 Credit Card on File 🗌 Check 🗌

Please notate on the below options for room rental per service payment:

Cash 🗌 Credit Card on File 🗌 Check 🗌

**Keyless Entry Code:** Access code to front door is operational during hours and days you agree to on this contract. Contract may be amended at any time in writing to change hours or days of availability.

Your personal keyless entry code for front door \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provider name, first and last, legibly written:

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Signature of Provider:

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Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone Apps to Mangage Equipment:** never change schedule on either app. Your granted use is only to turn items on or off.

TreatLife: Lobby Smart Bulb, Mirage Lady Lamp, Mirage Tall Lamp bulb1 and bulb 2

Gosund: Open Sign, Soleil Griddle, Mirage Griddle, Soleil Hydrocollator, Mirage Hydrocollator,

Mirage Oil Warmer

**Signatories of this Agreement:**

Lessee/Provider agrees to uphold all terms, conditions, agreements in the body of this contract as above stated.

Provider name, first and last, legibly written: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Provider: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lessor agrees to uphold all terms, conditions, agreements in the body of this contract as above stated

Manager name, first and last, legibly written: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Manager of ADMINSTRATIVE RESOURCE PLLC

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Cancellation of Vagaro Software by Provider/Lessee:**

Date of cancellation of right of use of Vagaro Software \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provider name, first and last, legibly written:

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Signature of Provider:

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Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_